

August 22, 2007

Client Name

Address

City, State, Zip

Dear Client Name,

When we spoke recently, you indicated that you would be interested in participating in event description - dinner, board room meeting with snacks followed by other entertaining activity.

I am inviting you to participate in this dinner/event because you are among my favorite clients and because I value your opinion. Your honest perspective will assist me as I continue to improve my business.

I hope that you will join a small group of my preferred clients for:

**event description - dinner, board room meeting with snacks followed by
other entertaining activity
time
date
location**

I have enclosed a map showing the location of the restaurant, meeting room etc.

Could you please RSVP to my assistant, Assistant, by RSVP date. In the meantime, if you have any questions, please do not hesitate to contact me at my office.

(Your Usual Salutation here -- Sincerely, Yours Truly etc)

Advisor

Company Name

*When you have a problem, here are three questions you can ask yourself:
What can I read? What can I do? And who do I ask?*

Jim Rohn, Business Philosopher